

## FINANCIAL ASSISTANCE REQUEST FORM

Please complete this form to submit a new request. Include Mandatory Items listed at the end of this form. Send completed form to Pat Postell, Code: UC-820. You may complete this form manually or by computer (Blocks will wrap to contain all available data.) Insert N/A, if not applicable.

1a. Requestor's Name	1b. Signature
1c. Date	1d. Office, Code, Phone and Fax Number
1e. Cost Authority for administrative time	
2. Title of Action:	
3. Required Award Date:	
4. Technical Contact (Name & Telephone Number):	
5. GCAOR (Name & Telephone Number) if different than 4.	
6. Period of Performance:	
7. Out years (number and dollar amount), if any:	
8. Location of Work/River Basin:	
9. Copies of Request for Proposals required for distribution to your office. Send copies to (indicate name and mail code):	
10. Was the Award Instrument Determination completed with review and approval signatures? (All)  [ ] No    [ ] Yes	
11. How will the acquisition be funded?  [ ] Incrementally Funded (including the amount funded per fiscal year)  [ ] Entirely Funded up front	
12. Does P.L. 93-638, Indian Self-Determination Act, apply to this assistance?  [ ] Yes    [ ] No	

13. Are there any special instructions or information to be included in the solicitation? If yes, please describe.

14. Is requirement "SENSITIVE" or "RESTRICTED" in accordance with the Commissioner's letter of 19 Jun 02, Subject: Policy Memorandum-Interim Requirements and Procedures for Handling and Safeguarding the Bureau of Reclamation's Information and Records and the UC Regional Director's letter of 18 Jun 02, same subject as the Commissioner's?

☐ SENSITIVE    ☐ RESTRICTED    ☐ NOT APPLICABLE

If "SENSITIVE" OR "RESTRICTED", has this been coordinated with the Homeland Security Officer? ☐ Yes    ☐ No

15. All required approvals are obtained. (REQUIRED PRIOR TO AWARD OF AGREEMENT).

☐ Categorical Exclusion Checklist                      ☐ NEPA Compliance

☐ N/A    ☐ OBTAINED                                      ☐ N/A    ☐ OBTAINED

If necessary but not obtained, provide status information and projected completion.

16. Will this requirement affect an existing contract/agreement (i.e. land, O&M, repayment, safety of dams, recreation) with another entity? If so, has the affected Group Chief been advised?

☐ Yes    ☐ No    If no, why not?

17. Does this contract involve cost sharing with other source(s)? If so, identify source(s) from which cost sharing will be obtained and any other agreements or contracts that need to be established or modified to affect the cost sharing.

18. Type of Action:

☐ Grant

☐ Cooperative Agreement

☐ PL 93-638

**MANDATORY: ITEMS A THROUGH L MUST BE SUBMITTED PRIOR TO PROCESSING.**

A. Request (may be hard copy or sent electronic). You **MUST** provide a complete cost structure including the cost authority, the budget/org. code, and the object code. (ALL)

B. Independent Government Cost Estimate (IGCE) (signed and dated by the Estimator). (ALL)

C. Award Instrument Determination (AID) (ALL)

D. Electronic-ready Specifications or Statement of Work and Drawings (in PDF format). (If competed)

E. Suggested Vendor List (suggested sources for competition).

F. If this is a request for proposal (RFP), please provide the evaluation criteria and a list of TPEC members and chairperson. (If competed)

G. If over \$25,000 and sole source, provide a signed sole source justification.

H. Recipient Proposal with detailed budget. (ALL)

I. Name, address and Phone number of recipient technical representative and name of person with signatory authority if different from technical representative. (All not competed)

J. Type of recipient (State, local government, non-profit, educational institution, etc.) (All not competed)

K. Program narrative (background, purpose (public benefit), responsibilities and involvement of both parties, amount and term of the agreement). (ALL)

L. Program/technical approval of recipient technical and budget proposal. (ALL)